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# ***The Colonelette***



**AMERICAN BUSINESS WOMEN'S ASSOCIATION  
KENTUCKY COLONEL CHAPTER  
Bowling Green, Kentucky**

\*\*\*\*\*

JULY 1980

Full Enrollment Fee  
Sept.



\*\*\* NATIONAL DIRECTORS \*\*\*

Founder  
Executive Director  
Asst. Executive Director  
Administrative Direcotr

Hilary Bufton, Jr.  
Mrs. Ruth Bufton  
William H. Blair  
Mrs. Glorine Tuohey

COLORS: BLACK & GOLD

FLOWER: WHITE CARNATION

\*\*\* NATIONAL MOTTO \*\*\*

"Better Personality for Better Living"

\*\*\* NATIONAL THEME \*\*\*

"Project Choice"

\*\*\* PURPOSE \*\*\*.

The purpose of the American Business Women's Association shall be to elevate the social and business standards of women in business by uniting them nationally for training designed to make them more efficient, more considerate, and more cooperative toward their work, their employers, and their customers, thereby increasing their earning ability, success and happiness.

1979-1980

\*\*\* NATIONAL OFFICERS \*\*\*

President  
National First Vice President  
Secretary-Treasurer  
Vice-President-District II

Barbara Kiracofe  
Joan Suddarth  
Mary Merritt  
Colleen Gasparini

\*\*\*\*\*

1979-1980  
KENTUCKY COLONEL CHAPTER  
OFFICERS & COMMITTEE CHAIRWOMEN

\*\*\*OFFICERS\*\*\*

PRESIDENT  
VICE-PRESIDENT  
RECORDING SECRETARY  
CORRESPONDING SECRETARY  
TREASURER

PAT COLE  
VICKIE BRANSTETTER  
JACKIE WOODWARD  
RHONDA WALKER  
BELLE HUNT

\*\*\*COMMITTEE CHAIRWOMEN\*\*\*

BULLETIN  
EDUCATION  
HOSPITALITY  
MEMBERSHIP  
PROGRAM  
PUBLIC RELATIONS  
SCRAPBOOK  
WAYS AND MEANS

GEORGIA GUTHRIE  
MARY GRANT  
LINDA THOMPSON  
MIMI BURR  
PEGGY RICHARDSON  
CHRISTY BRANSTETTER  
BRENDA KEITH  
VICKEY BRANSTETTER

\*\*\*SPECIAL COMMITTEE CHAIRWOMEN\*\*\*

BOSS NIGHT  
WOMEN-OF-THE-YEAR

CAROLYN DAVIS  
PEGGY SHARER



JULY MEETING

DATE:	JULY 22, 1980
TIME:	6:30 P.M. SOCIAL 7:00 P.M. DINNER
PLACE:	RED CARPET INN
INVOCATION:	PEGGY SHARER
PLEDGE OF ALLEGIANCE	MIMI BURR
DINNER:	
SPEAKER:	NOT SUBMITTED
TOPIC:	NOT SUBMITTED
VOCATIONAL SPEAKER:	NOT SUBMITTED
BUSINESS SESSION:	PATE COLE, PRESIDING
BENEDICTION:	MARY JANE GARRETT

\*\*\* PRESIDENT SPEAKS \*\*\*

DEAR COLONELETES:

July is the last month of our year; and we will be electing new officers. We have an excellent slate of nominees to choose from. I look forward to a great year with good leadership.

I would like to thank my executive board of Vickie Branstetter, Susan Perkins, Rhonda Walker and Belle Lady for their hard work and dedication in making our year successful.

I would  
my apprecia-  
mittee chair-  
hard work and  
their time and  
plete all of our



also like to express  
tion to all com-  
women for their  
for giving of  
talents to com-  
projects.

Also, I would like to thank the membership for being so responsive when volunteers were needed to work on the projects. Everyone has really worked together; and I think we have a very solid organization.

I have very much enjoyed being you president this year and feel very lucky that I had so much assistance from each of you. I has been a rewarding experience that I shall remember always; and I appreciate the confidence you have shown in me.

Congratulations to the new Executive Board; and I know that we will give them the same support that you have given me this year.

THANKS!

*Pat*



\*\*\* BULLETIN COMMITTEE \*\*\*  
 GEORGIA GUTHRIE-CHAIRWOMAN  
 SANDRA PERRY-CO-CHAIRWOMAN

The BULLETIN COMMITTEE would like to express thier appreciation for the cooperation they have received this last year in publishing the bulletin.

\*\*\* EDUCATION COMMITTEE \*\*\*  
 MARY GRANT-CHAIRWOMAN

May was education month for our club. Three of our four scholarships receipients were dinner guests at the meeting.

Mary Bumpus Lewis \*\* A freshman at WKU

Juanita Stevenson \*\* A senior at WKU majoring  
 in LEARNING AND BEHAVIOR  
 DISORDERS.

Kathy Schiess \*\* A junior at Wku majoring  
 in COMMUNITY HEALTH.

Our fourth recipient, Theresa Hill, graduated in May and was unable to attend the dinner as she was honeymooning in Florida.

Several students have re-applied for scholarships for the fall semester. However, most of these are ineligible as they already receive some type of financial aid.

The EDUCATION COMMITTEE recommends that we consider awarding a second scholarship to our previous receipients. Both Kathy and Juanita have improved their grade point averages since last semester. Mary will be completing her first courses in August.



\*\*\*HOSPITALITY COMMITTEE\*\*\*  
LINDA THOMPSON-CHAIRWOMAN

Linda announces HOSTESSES for the coming months:

AUGUST	Peggy Sharer Lucille Walton
SEPTEMBER	Mary Grant Terry Woosley
OCTOBER	Vickie Branstetter Linda Thompson
NOVEMBER	Georgia Guthrie Sandra Perry
DECEMBER	Jackie Woodward Linda Thompson
JANURAY	Brenda Keith Mary Jane Garrett
FEBRUARY	Louise Jolly Janet Browning
MARCH	Susan Reagan Linda Thompson
APRIL	Jan Ihlenburg Mimi Burr
MAY	Pat Cole Peggy Richardson
JUNE	Vickey Branstetter Christy Branstetter
JULY	Belle Hunt Rhonda Walker

\*\*NOTE: Please notify Linda of any changes at least one month in advance (if possible).

SUNSHINE GIRL  
CONTACT PERSON

Linda Thompson  
Linda Thompson

\*\*NOTE: Linda will be contacting each member before each monthly meeting to find out if you will be attending the meeting and if you will be bringing any guests. If you say you are coming and eating and do not come to eat you will still have to pay for the meal. The chapter is responsible to pay for the number of setups requested.

\*\*\* MEMBERSHIP COMMITTEE \*\*\*  
 MIMI BURR-CHAIRWOMAN

This being the last meeting of the 1979-1980 Year, I would like to take this opportunity to thank each of you for your help and support during the past year.

At our June meeting, there were 13 of our members presented charms for Perfect Attendance for the 1979-1980 Year. They were as follows;

- 1 YEAR - Janet Browning  
 Mary Grant  
 Susan Perkins
- 2 YEARS - Vickey Branstetter  
 Carolyn Davis  
 Linda Thompson  
 Rhonda Walker
- 3 YEARS - Belle Lady
- 5 YEARS - Pat Cole  
 Peggy Sharer
- 6 YEARS - Mimi Burr
- 7 YEARS - Peggy Richardson
- 20 YEARS - LUCILLE WALTON

Our hats are off to each of these KENTUCKY COLONEL MEMBERS!

Let's keep up the good work and keep full speed ahead into the 1980-1981 Year.

We are still two members short of meeting our Standard Achievement goal for the year; but we have one lady that will be joining at our July meeting and three more prospects for this meeting also.



\*\*\* PROGRAM COMMITTEE \*\*\*  
PEGGY RICHARDSON-CHAIRWOMAN

AUGUST

GUEST SPEAKER

NOT SUBMITTED

VOCATIONAL SPEAKER

NOT SUBMITTED

\*\*\* PUBLIC RELATIONS COMMITTEE \*\*\*  
CHRISTY BRANSTETTER-CHAIRWOMAN

Christy submitted the announcement for the meeting July 17, 1980. She would like to remind the members that the Park City Daily News edits the announcement before printing; therefore, it sometimes reads differently from what was originally submitted.

\*\*\* SCRAPBOOK COMMITTEE \*\*\*  
BRENDA KEITH-CHAIRWOMAN

Brenda would like to express her appreciation for all members who submitted material for the scrapbook.

## \*\*\* KENTUCKY COLONEL CHAPTER STANDING LAWS \*\*\*

1. To receive perfect attendance each member will be given 3 months to make up a meeting; must attend 1 of the 2 Enrollment Events, must attend 1 of the major Ways & Means Projects, and must attend Boss Night. This is retroactive til June 1, 1979. Law passed August 28, 1979.
2. All Chapter expenses that are \$10.00 or more must be approved by the Executive Board first. Law passed August 28, 1979.
3. No member or member's immediate family shall be eligible to receive scholarships given by Kentucky Colonel Chapter. Those members desiring to make application will be referred to another area chapter.



ABWA-KENTUCKY COLONEL CHAPTER  
OFFICER CANDIDATES  
1980-1981

President

Vickey Branstetter

Vice President

Peggy Richardson  
Susan Perkins

Recording Secretary

Brenda Keith  
Mimi Burr  
Mary Grant

Corresponding Secretary

Georgia Guthrie  
Beverly Baker  
Peggy Sharer

Treasurer

Janet Browning  
~~REDACTED~~  
Sandra Perry

## DUTIES OF SPECIAL COMMITTEES

The AUDITING Committee shall....

1. Following its appointment, meet no later than two weeks prior to the chapter's next meeting.
2. Audit the records of the Treasurer:
  - a. During the final month of her term;
  - b. Whenever a vacancy occurs;
  - c. When otherwise deemed necessary by the Executive Board.
3. Complete the audit and return the records to the Treasurer prior to the chapter's next meeting.
4. Prepare and present its report to the chapter membership.

## NOMINATING COMMITTEE

A Nominating Committee of three shall be ELECTED by the vote of the membership one month prior to the election of chapter officers. Nominations shall be made from the floor by any chapter member. The Chapter President is not eligible to serve on this committee.

The NOMINATING Committee shall....

1. Select a slate of two or more eligible (see Election of Chapter Officers) candidates for each of the five chapter offices.
2. Report the slate of candidates at the election meeting, and give a written copy of the slate to the presiding officer.



## ABWA CHAPTER ELECTION PROCEDURES

Our chapter election will be held at our July meeting. The following is important information concerning our election that should be read before our election takes place.

### DETERMINING A QUORUM

- A. The presiding officer determines the number of eligible voters present in accordance with Article IX of the Standard Chapter By-laws.:

" A quorum of the chapter shall not be less than one-third of the chapter membership. A quorum must be present for the valid transaction of chapter business. The right to vote is limited to chapter members in good standing who are actually present at the time a vote is taken at a meeting."

- B. The number of members present who are eligible to vote is recorded by the Recording Secretary.

### ELIGIBILITY REQUIREMENTS FOR CANDIDATES & BALLOTING INSTRUCTIONS

- A. Prior to the report of the Nominating Committee, the presiding officer reads the following to the membership:
1. Candidates for Chapter President MUST be gainfully employed.
  2. It is recommended that candidates for the offices of Vice President, Recording Secretary, Corresponding Secretary, and Treasurer also be gainfully employed.
  3. No elected officer shall succeed herself in the same office.
  4. Appointed officers are eligible for nomination and election to the office to which they were appointed.
  5. All candidates for office must be in good standing nationally and locally, and on the active roster of the chapter.
  6. Written ballots for each chapter office shall be cast separately, in sequence---President, Vice President, Recording Secretary, Corresponding Secretary and Treasurer.
  7. The number of ballots cast for each candidate and the results of that balloting will be made known to the members present before proceeding to the election of the next officer.
  8. A MAJORITY OF VOTES CAST IS NECESSARY FOR ELECTION.
  9. If any one candidate does not receive a majority vote, then a run-off election shall be held between the two (2) candidates receiving the highest number of votes.
  10. Should the run-off election result in a tie, the balloting shall continue by written ballot until one candidate receives a majority vote.



#### IV. NOMINATING COMMITTEE REPORT

- A. The Nominating Committee Chairman reads the committee's report, naming the candidates for each of the five chapter offices.
- B. The Nominating Committee Chairman gives a written copy of the slate to the presiding officer, along with the supplies necessary for balloting.

#### V. APPOINTMENT OF TELLERS

- A. The presiding officer appoints three tellers.
  - 1. No Member named as a candidate in the report of the Nominating Committee should be appointed as a teller.
  - 2. Should a member who has been named as a teller be nominated for office from the floor, she should not participate in counting the ballots for that office.
- B. The first teller appointed is the chairman.
- C. The tellers are informed of the eligible voters present, and this number is recorded.

#### VI. BALLOTING

- A. The presiding officer reads from the written report of the Nominating Committee the names of the candidates for the office of President.
- B. The presiding officer asks for nominations from the floor.
  - 1. Any member meeting the eligibility requirements is eligible to be nominated from the floor whether or not she has been named as a candidate in the report of the Nominating Committee.
  - 2. Nominations should not be closed as long as nominations are forthcoming.
- C. The tellers distribute the ballots.
- D. The Members vote.
- E. The ballots are placed in an envelope with the name of the office on the outside. The envelope is sealed.



## II. TELLER'S REPORT

- A. The tellers prepare a report using the following format;

Number of votes cast...  
Necessary for election...  
Mary Smith received.....  
Jane Jones received.....  
Louise Williams received....

- B. The chairman of the tellers addresses the chair and reads the tellers report. The exact number of votes received by each candidate should be accurately reported to the membership.
- C. The chairman hands the report to the presiding officer without declaring who has been elected.

## II. ANNOUNCEMENT OF ELECTION TO OFFICE

- A. The presiding officer announces to the chapter: "A majority of the votes cast is necessary for election. By your ballots you have elected Mary Smith, President."
- B. If there are any questions about the balloting for this office they should be stated at this time.
1. A majority vote of the chapter members in attendance is necessary to order a recount of the ballots.
  2. Should a recount be ordered, it must take place immediately.

## IX. DESTROY ALL BALLOTS FOLLOWING THE COMPLETION OF THE ELECTION

### X. INSTRUCTIONS FOR INSTALLATION OF NEW OFFICERS

- A. Instructions for conducting the installation of new officers are in the PROCEDURE MANUAL of ABWA under "Officer Installation Ceremony." The wording in this ceremony is appropriate for use by the outgoing President. If the outgoing President is not the presiding officer at the election meeting, or if another member is designated to install the new officers, the wording in this ceremony will need to be adjusted accordingly.
- B. Under no circumstances is installation delayed. If a duly elected officer is not present to be installed, she should be given the oath of office at the next meeting immediately after the meeting is called to order.
- C. Following the Installation Ceremony, each officer is to be given her envelope of materials, as well as the envelopes for the committees of which she is sponsor.

All outgoing officers and chairmen are responsible for delivering their material and records to their successors within one week of the expiration of their term of office.

I. EFFECTIVE DATE OF ELECTION

- A. Election to an office becomes final immediately if the candidate is present and does not decline, or if she is absent but has consented to her candidacy.
- B. If a newly-elected officer is not present, she should be notified promptly of her election. An officer-elect takes possession of her office immediately whether or not she has been present for the formal installation service.

I. RECORDING THE ELECTION AND REPORTING TO NATIONAL HEADQUARTERS

- A. The Recording Secretary enters the tellers' report in full on Addendum#3, Report of the Election Meeting (3 copies), to be given her by the presiding officer. One copy of this form is to be attached to each copy of the minutes of the chapter meeting, thereby becoming part of the official chapter record.
- B. The newly-elected Corresponding Secretary sends the names of the newly elected officers to National Headquarter on the Election Report provided within twenty-four hours of the election.



## STANDARD CHAPTER BYLAWS

### Article IV. Officers

- Section 2: The officers of this chapter shall be elected at the July meeting and shall be President, Vice President, Recording Secretary, Corresponding Secretary, and Treasurer. The officers shall be elected by ballot to serve for one year or until the next official chapter election. The term of office shall begin at the close of the election meeting. No elected officer shall succeed herself in the same office.
- Section 3: The PRESIDENT of the chapter shall be its authorized leader. She shall preside at all meetings of the chapter and the Executive Board. She shall appoint, with the approval of the Executive Board, all committees, except the Nominating Committee.
- Section 4: The VICE PRESIDENT shall be the official hostess of the chapter and custodian of chapter properties. In the absence of the President, she shall preside at all meetings of the chapter and perform all necessary duties of the office.
- Section 5: The RECORDING SECRETARY shall record the minutes of each meeting of the chapter and of the Executive Board, and shall keep an accurate and complete record of all proceedings of the meetings.
- Section 6: The CORRESPONDING SECRETARY shall conduct the general chapter correspondence. She shall report to the chapter all official communications and record minutes in the absence of the Recording Secretary
- Section 7: The TREASURER shall have custody of the funds of the chapter, and shall collect local chapter dues.